



State of Utah

Equal Opportunity

Employment Plan

Utah Dept of Human Resource Management

Effective 9/23/02

Primary Goals:

This plan has two primary goals:

- Create an environment within the Executive Branch that values, fosters, and utilizes to the fullest extent the diverse talents of the State work force in order to attract and retain highly qualified people to State service.
- Provide employment, compensation, career development, promotion opportunities, benefits and other terms or conditions of employment to the employees of the executive branch without regard to race, color, sex, religion, national origin, age, or disability.

Equal Employment Opportunity Actions

The State of Utah requires all state employees to adhere to the applicable principles of fairness, equality, integrity, consistency, and career service principles in the application of the State's rules and statutes governing employees and prospective employees. All state employment practices must provide equal employment opportunity for all individuals.

Policies and Procedures

The State of Utah issues Human Resource Management Rules to provide guidance to supervisors and employees on fair employment practices, employment law, and the discrimination complaint procedure. Adherence to these policies and procedures ensures employment actions that are based on the ability to perform the essential functions and responsibilities of the position, rather than non-job related factors.

Equal Employment Opportunity Statement

The State of Utah is an Equal Employment Opportunity (EEO) employer. As the central human resource department, the Department of Human Resource Management (DHRM) is committed to EEO and takes steps to disseminate this message to state agencies and the public.

**Utah Dept of Human
Resource Management
Policy Division**

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Open and Competitive Recruitment

The State of Utah conducts open and competitive recruitment from all segments of the work force with the intent of hiring the best candidates for career service positions based on an individual's knowledge, skills, and abilities. DHRM uses an online competency and skill based recruitment system. Job related skills are determined through the use of job descriptions and job analyses.

Reporting Capabilities and Workforce Analysis

The State of Utah has the ability through the Human Resource Enterprise (HRE) computer system to compile gender and race information regarding full-time, new hire, and other than full-time employees. This report fulfills EEOC reporting requirements. In addition, this information gives agencies access to reports that contain agency specific EEO information. These reports allow each agency to evaluate the diversity of its own work force and develop an equal employment opportunity plan based on agency needs.

Community Outreach

DHRM leads equal opportunity efforts by participating in various job fairs hosted by the Department of Workforce Services or local universities and colleges. DHRM also reaches out to the community through its web site and by sharing its job announcements with various community-based employment organizations.

Employee Training and Development

The State of Utah forbids discrimination based on harassment of any type and provides education and training to supervisors and employees in an effort to create a work place free from harassment. Training, career development, and educational assistance are open to all regardless of race, color, sex, religion, national origin, or disability. The State of Utah offers a Certified Public Manager program that includes diversity awareness coursework. In addition, State agencies may assist their employees with their educational goals by granting employees administrative leave to attend classes and/or a subsidy of educational expenses.

Grievance Process for Discrimination

In accordance with Human Resource Management rules and federal and state law, any employee who alleges that they have been discriminated against, may file a complaint to the agency head. If the employee does not agree with the decision of the agency head, the employee may file a complaint with the Utah Anti-Discrimination and Labor Division (UALD) or the Equal Employment Opportunity Commission (EEOC). Employees may file a complaint without fear of retaliation.

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